

**Department of Human Resources  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> 2013 State Holidays for Excluded Employees	<b>REFERENCE NUMBER:</b> 2012-038
<b>DATE ISSUED:</b> 11/27/12	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Personnel Officers  
Employee Relations Officers**

**FROM:** Department of Human Resources  
Labor Relations Division

**CONTACT:** Personnel Services Branch  
(916) 323-3343  
Fax: (916) 322-0765  
Email: [psb@calhr.ca.gov](mailto:psb@calhr.ca.gov)

The following chart shows the 2013 holiday schedule for excluded employees.

<b>2013 Holiday Schedule – Excluded Employees</b>	
Tuesday, January 1	New Year's Day
Monday, January 21	Martin Luther King Jr. Day
Monday, February 18	Presidents' Day
Monday, April 1	*Cesar Chavez Day (observed)
Monday, May 27	Memorial Day
Thursday, July 4	Independence Day
Monday, September 2	Labor Day
Monday, November 11	Veterans Day
Thursday, November 28	Thanksgiving Day
Friday, November 29	Day after Thanksgiving
Wednesday, December 25	Christmas Day

\*When a holiday falls on a Sunday, it is observed the following Monday.

In addition to the holidays listed, excluded employees receive one personnel holiday per fiscal year.

To be eligible for a personal holiday, an employee must either be: (a) appointed to a class that requires a probationary period; (b) appointed to an exempt position where leave credits are earned; or (c) appointed to a Career Executive Assignment (CEA) for more than six months. Once eligible employees complete

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six months of their initial probationary period, they are credited with a personal holiday for the current fiscal year. Thereafter, the personal holiday is credited on July 1 of each year.

For questions related to this PML, State department personnel office designated liaisons should contact CalHR's Personnel Service Branch by emailing questions to [PSB@CalHR.ca.gov](mailto:PSB@CalHR.ca.gov) or calling (916) 323-3343.

/s/Mary Sue Paul

Mary Sue Paul  
Manager, Personnel Services Branch